

SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: **Bacusmo, Jose L.**

| Program Involvement (1) | Percentage Weight of Involvement (2) | Numerical Rating (Rating x%) (3) | Equivalent Numerical Rating (2x3) |
|----------------------------|-----------------------------------------------|----------------------------------------|-----------------------------------------|
| Instruction | | | |
| Head/Dean (50%) | | $4.33 \times 50\% = 2.17$ | |
| Students (50%) | | $4.33 \times 50\% = 2.17$ | |
| TOTAL for Instruction | 25% | $4.34 \times 0.25 =$ | 1.09 |
| Research | 50% | $4.89 \times 0.50 =$ | 2.45 |
| Extension | 25% 20% ✓ | $4.89 \times 0.20 =$ | 0.98 |
| Production | 2% | $5.00 \times 0.02 =$ | 0.1 |
| Administration | 3% | $4.67 \times 0.03 =$ | 0.14 |
| TOTAL | | | 4.76 |

EQUIVALENT NUMERICAL RATING:

4.76

Add: Additional Points, if any:

TOTAL NUMERICAL RATING:

4.76

ADJECTIVAL RATING:

Outstanding

Prepared by:

PRECILA D. CONTERO
Temp. Administrative Officer

Reviewed by:

LISA L. ARCE/EDGARDO E. TULIN
Assistant Director/Director

Recommending Approval:

ROSA OPHELIA D. VELARDE
Director for Research

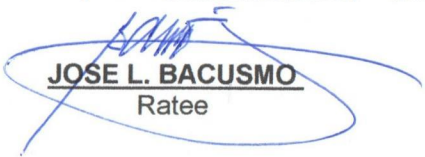
Approved:

MARIA JULIET C. CENIZA
VP for REI

"Exhibit B"

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JOSE L. BACUSMO**, of PhilRootcrops commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1, 2021 to June 30, 2021.


JOSE L. BACUSMO
Ratee

Approved:


LISA I. ARCE
Assistant Director


EDGARDO E. TULIN
Director

| MFO & PAPs | Success Indicators | Tasks Assigned | Target | Actual Accomplishment | Rating | | | | Remarks |
|----------------------------------------------|------------------------------------------------------------------------|-------------------------------------------------------|--------|-----------------------|----------------|----------------|----------------|----------------|---------|
| | | | | | Q ¹ | E ² | T ³ | A ⁴ | |
| Advance and Higher Education Services | FTE | To advise/guide undergrad students in their BS theses | 3 | 1 | 4 | 5 | 4 | 4.75 | |
| | Number of student Research Advisee | | | | | | | | |
| Research Services | Number of research projects implemented | To implement research projects | 3 | 3 | 5 | 5 | 4 | 4.67 | |
| | Number of proposals prepared and submitted | To prepare proposals for funding | 2 | 3 | 5 | 5 | 5 | 5 | |
| | Number of outputs presented in Regional/International Fora/Conferences | To present paper and posters | 2 | 5 | 5 | 5 | 5 | 5 | |
| Extension Services | Number of extension/tech transfer projects conducted | To implement extension projects | 5 | 4 | 5 | 4 | 5 | 4.67 | |
| | Number of project monitoring visit | To monitor/visit extension projects | 25 | 40 | 5 | 5 | 5 | 5 | |

| | | | | | | | | | |
|-----------------------------------------------|------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------|------|---|---|---|------|--|
| Product Services (Resource Generation) | Distribution of planting materials | To distribute planting materials to clientele | 1305 | 7000 | 5 | 5 | 5 | 5 | |
| Administrative Services | Office headship Meetings attended | DTR signed | 100% documents processed and acted within two days with zero complaint | 100% | 5 | 5 | 5 | 5 | |
| | Staff/personnel coached | Number of PRDC meetings attended Number of staff/personnel coached | 90% of scheduled meetings attended | 100% | 5 | 4 | 5 | 4.67 | |
| Total Over-all Rating | | | | | | | | 4.82 | |

| | | |
|------------------------------------------------------------|--|-------------|
| Average Rating (Total Over-all rating divided by 4) | | |
| Additional Points: | | |
| Punctuality | | |
| Approved Additional points (with copy of approval) | | |
| NUMERICAL RATING | | 4.82 |
| ADJECTIVAL RATING | | Outstanding |

Comments and recommendations for development purpose:

Prepare MRs for turn-over to property office or to the next in line personnel.

Evaluated and Rated by:



EDGARDO E. TULIN
Director

Date: _____


LISA I. ARCE
Asst. Director

Date: _____

Recommending Approval


ROSA OPHELIA D. VELARDE
Director for Research

Date: _____

Approved by:


MARIA JULIET C. CENIZA
VP for Research and Extension

Date: _____

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

PERFORMANCE MONITORING & COACHING JOURNAL

| | | |
|---|-----------------|---------------------------------|
| X | 1 st | Q U A R T E R |
| X | 2 nd | |
| | 3 rd | |
| | 4 th | |

Name of Office: **PhilRootcrops**

Head of Office: **Dr. Edgardo E. Tulin & Ms. Lisa I. Arce**

Name of Personnel: **JOSE L. BACUSMO**

| Activity Monitoring | MECHANISM | | | Others (Pls. specify) | Remarks |
|---------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------|--------------------------|----------------------------------------------------------------------------------------|
| | Meeting | | Memo | | |
| | One-on-One | Group | | | |
| Monitoring | One-on-one discussion on project/program progress/university,s concerns | Monthly PRDC meeting Jan. 28, 2021 March 29, 2021 May 7, 2021 June 2, 2021 | Issuance of memoranda | | Attendance to PRDC monthly Meetings by the members of Research and Development Council |
| Coaching | Research proposal for submission to funding agencies | One-on-one discussion on project progress Group coaching during PRDC Meetings | | | Proposal prepared and submitted to funding agencies New proposal for evaluation |

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

 
LISA I. ARCE / EDGARDO E. TULIN
 Assistant Director/Director

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **JOSE L. BACUSMO**Performance Rating: **Outstanding**

Aim: To implement on-going research projects
To come up with approved proposals for funding and implementation.
To become an effective administrator

Proposed Interventions to Improve Performance:

Date: Jan 1, 2021Target Date: June 30, 2021

First Step:

-
- Implements on-going research projects
 - Professor and adviser to Agriculture students
 - Prepare and submit proposals for funding
 - Prepares terminal reports

Result:

-
- Implemented scheduled activities of the research projects
 - Paper for publication on progress
 - Served as professor and student adviser of Biotechnology and Agriculture students
 - Terminal Reports and AFRs
-

Date: July 1, 2021Target Date September 20, 2021

Next Step:

- Meeting with staff and laborers for RDE activities and setting up of targets for the year
 - Submits papers for publication
 - Prepares MRs and settle obligations in preparation for retirement
 - Prepares terminal reports and AFRs of research projects
-

Outcome:

- Paper accepted for publication by refereed journals
- Terminal reports and AFRs
- Implemented scheduled activities of the research projects
- MRs ready for turn-over

Final Step/Recommendation:

- To maintain performance and or exceed the current performance; to organize MR and settle other obligations such as terminal reports and AFRs of projects in preparation for retirement

Prepared by:


LISA L. ARCE/EDGARDO E. TULIN
Assistant Director/Director

Conforme:

Same
JOSE L. BACUSMO

Name of Ratee /Faculty/Staff